

# Operations and Procedures

## Membership Eligibility and Privileges

(See corresponding brochures for complete membership information)

### Boeing Share Membership

*Eligibility* – Boeing employees, retirees and their spouses, domestic partners and dependents as defined by Boeing benefit guidelines. Government, customer contract, and vendor personnel assigned full-time to Boeing, including their spouses and dependents subject to Boeing Recreation approval.

*Privileges* – Reserve prime time and non-prime time courts at the member rate. For tennis, one prime time reservation may be made up to 4 weeks in advance and another prime time reservation may be added up to 8 days in advance. Non-prime time reservations may be made 8 days in advance. Participate in lesson programs at the member rate. Participate in club activities as described by the share purchased. Hold office on the BETC Board of Directors per bylaws. Eligibility to vote and participate in club affairs per bylaws.

### Associate Membership

*Eligibility* – Non-Boeing individuals with approval of the Boeing Recreation Council.

*Privileges* – Reserve prime time and non-prime time tennis or racquetball courts at the member rates 8 days in advance. Participate in lesson programs at the member rate. Participate in club activities on a space-available basis (first priority is to Share Members).

### B330 & A930 Membership

*Eligibility* – Non-Boeing individuals with approval of the Boeing Recreation Council.

*Privileges* – Reserve court times before 3:30 pm or after 9:30 pm 5 days in advance for tennis or racquetball at the member rate. For leagues and activities, B330 members may sub for free before 3:30. Participate in group or private lessons before 3:30 pm or after 9:30 pm at the member rate.

### Weekend Warrior Membership

*Eligibility* – Non-Boeing individuals with approval of the Boeing Recreation Council.

*Privileges* – Reserve court times Friday through Sunday anytime, 5 days in advance for tennis or racquetball at the member rate. Participate as a regular in weekend leagues or blocks at the member rate and sub at the guest rate Monday through Thursday. Participate in lessons Friday through Sunday at the member rate and at the guest rate Monday through Thursday.

### Definition of Spouses and Dependents

In the Share, Associate, B330 & A930, and Weekend Warrior memberships, spouses and dependents shall be entitled to full use of the facilities determined by their membership and these Operations and Procedures. Dependents may continue using privileges of chosen membership as long as they are listed as a dependent on the member's individual tax return submitted to the IRS. Dependents, who no longer qualify as dependents on their family membership, will be offered a 50% reduction in the Joining Fee (Capital Improvement Fund) when they purchase their own membership.

### Junior Affiliate Membership

*Eligibility* – Boeing or non-Boeing individuals living at home and in school until the age of 21.

*Privileges* – Reserve prime time and non-prime time tennis or racquetball courts at member rates, 3 days in advance. Participate in lesson programs at member rates. Once 18 participate in adult leagues during the summer. Rare exceptions in non-prime time may be allowed; however, first priority is to Share members then to Associates. Those under 18 years may participate in junior leagues.

### USTA/Cup Membership

*Eligibility* – Non-Boeing individuals with approval of the Boeing Recreation Council.

*Privileges* – Participate in reservations or lessons at member rates, but not schedule them.

### Group Lesson Membership

*Eligibility* - This program is for non-members enrolled in either adult or junior group series lesson program. The guest fee paid is rolled into a membership for the current month.

*Privileges* – Reserve prime time and non-prime time tennis or racquetball courts 1 day in advance at member rates. Substitute free in club activities upon the request of a league coordinator. BETC will not remain open for a GSA member.

### Other Memberships

From time to time, BETC may introduce other seasonal membership programs.

## Recruiting Members/Complimentary Visit

There are a variety of complimentary programs available for prospective members. Contact the Club Manager or Member Services for more details. When scheduled by the Manager, members who recruit a new member will receive \$25 off tennis or racquetball court time. To receive payment, the current member's name must appear on the new member's application.

## Club Hours

**Regular:** M/W/Sa/Su 8am-9:30pm; T/Th/F 8am-11pm

**Summer:** M-F 8am-9:30pm; Sa/Su 8am-8pm

In the event there are no reservations, the club may close early or open later without notice.

### Tennis Prime Time Hours

Monday through Thursday 5-9:30pm. All other hours are non-prime time. In making prime time reservations, a share member must not only intend to play, but have participated in at least 67% of the last 6 reservations.

### Racquetball Hours

All hours are considered non-prime time.

### Special Holiday Hours

New Year's Day 8am-5pm, Easter 8am-5pm, Memorial Day 8am-8pm, Fourth of July 8am-5pm, Labor Day 8am-8pm, Christmas Eve 8am-2pm, New Year's Eve 8am-5pm. BETC closed on Thanksgiving and Christmas Day.

## Court Fees, Guest Fees, and Other Fees

A member must intend to use/play on any reservation made. Members or their guests must pay their portion of the total court fees prior to playing.

	Court Fee	Guest Fee
Tennis		
1 ½ hrs doubles	\$14	\$12
1 ½ hrs singles	\$12	\$12
Racquetball	Court Fee	Guest Fee
1 hr	\$5	\$4

Guests pay only one guest fee regardless of how many times they play in one day.

### Tennis Ball Machine Usage and Rate

The Club maintains two tennis ball machines. In addition to the court fee, the ball machine rental fee is \$2.

### Late Cancellation Fees

To avoid a late cancellation fee, tennis reservations must be cancelled 48 hours in advance. Reservations made less than 48 hours in advance must be cancelled within 6 hours. Reservations made the same day must be cancelled 3 hours in advance. Racquetball cancellations must be made 6 hours in advance.

### “No Show” Definition and Fees

Any member or guest who does not appear for the reserved court will be charged the appropriate court fee even if other courts were open.

## Alternate (Waiting) Lists

Use our online reservation system to place your name on a waiting list. If a court opens up, those on the list will receive an email. Filling the newly opened court is on a first come, first serve basis. See “Lesson Courts/Additional Court Availability.”

## Interclub Activities

### Special Interclub Matches

For interclub matches where BETC invites another club to participate in an all skill level exchange, guest fees are waived. To advertise full member participation, a sign-up sheet must be posted 1 month in advance.

### Interclub Activity Fees and “Home” Teams

The following special rates apply: USTA Leagues \$5.50/member and \$12/guest; Senior and Mixed leagues \$5.50/member and \$12/guest. All Cups \$5/member and \$12/guest. Non-members on a BETC team pay \$12.

### Home Team Parameters

Any BETC team wanting to use BETC as their “Home Facility” must maintain a 67% membership level.

## Private and Group Lessons

### Guest Fees for Private and Group Lessons

Non-members will have one of the following added to their private lesson or month-long group class: 1 lesson=\$12, 2 lessons=\$24, 3 or 4 lessons=\$45, 5-6 lessons=\$65, 7 or more=\$90.

### Lesson Program Policies

When signing up for a group series class, the student will be charged the number of classes remaining in the series. Drop-in rates may apply for those who know they will not be able to attend all the classes in a series and participation is on a space available basis. Sign up and pay for all lessons at the Front Desk. Once paid, the student will receive a card to give to the pro. In group lessons, the

number of students per class varies and is listed in the lesson brochures. Class sizes and fees vary from 4,6 or 8 students. If a student signs up, but does not show up for a class, they will be phoned to verify participation. If they decide to drop out of the class, they will be charged a drop-in fee for the first missed class. Sign-ups are offered four times per year for the adult or junior brochure programs. During the initial sign-up period, juniors may only participate in 2 classes and/or days. After the pro-approved sign-ups are over and the rosters are posted, students may sign up for additional programs. Non-members may sign up only 1 week in advance. See previous paragraph for lesson guest fees. To avoid a late cancellation fee, the Front Desk must be informed of any private or group lesson cancellations 48 hours in advance, otherwise, ½ the lesson fee will be charged for a private lesson and the drop-in fee will be charged for a group lesson. A “No Show” will result in a full charge.

### Lesson Courts/Additional Court Availability

Members wishing to use their reservation privilege and then ask a BETC pro to either teach or coach them must also pay the court fee. Coaching may be done on courts 4-6 while teaching may only be done on 7-9 (with the exception of 6 only if courts 4 & 5 remain open). In addition to the coaching fee is the court time of 1 ½ hours. Coaching involves no hitting by the pro, only observation and advice. Teaching involves the pro providing instruction and feeding balls from a basket. Members would be charged based on either the coaching or teaching rate. Courts not needed by the lesson program will be opened for member use 48 hours in advance.

## Block Times

Members may acquire block times in non-prime time hours only at the discretion of the Club Manager. Block times are scheduled for a minimum of 12 weeks and a maximum of 16 weeks. Once booked, block times cannot be rescheduled. Scheduling a block time assures the group of a reservation at a certain day and time; the number of courts may vary. Guests may substitute in block time and will be charged the applicable guest fee. Block time participants are expected to support the reservation year-round.

In the event two groups want the same day and time, a group's current or immediate prior occupation of that spot shall not be a factor in succeeding allocation of that spot. Priority in block time is as follows:

*For the first session in question*

1. First priority shall go to the group, which includes the greater percentage of Share members.
2. If each group has the same percentage of Share members, then allocation shall be made by racquet spin in the presence of the Club Manager.
3. If both or all groups are composed entirely of Associates, the allocation shall be by racquet spin.

*For succeeding sessions*

1. First, rules 1 and 2 above apply.

*(Block Times continued next page)*

### **Block Times continued**

2. If both or all groups are composed entirely of Associates, they “take turns” from one session to the next. Accordingly, if contention for the same spot exists between the same groups, allocation will go to the group that “lost” the spin in the previous session.

### **Club Activities**

1. Only BETC members may sign up for activities with the exception of the early birds (guest fees apply) and the ladies flight (lowest level). For Ladies Flights, non-members may not move up the flight system. Players must be at least 18 years for all adult leagues.
  2. Players may play in a maximum of two prime time leagues (M-Th 5-9:30pm) and/or an unlimited number of non-prime time leagues.
  3. To play in a league which is skill level specific (4.5, 4.0, 3.5, etc.), players must have either a USTA or Club rating. Order of selection is as follows: All Share players @ league rating; all Associate players @ league rating; all Share players @ league rating +/- .5. Example: For the Mixed 4.0 TTL League, the drafting order is 4.0 Share, 4.0 Associate, 3.5 Share, and then 3.5 Associate. If players have a USTA rating as well as a Club rating, the USTA rating will be used and the Club rating eliminated. Club ratings are available at the monthly socials. See additional rating information at the club or online.
  4. For leagues, which allow 2 skill levels, 50% of the players must be at the higher level.
  5. For leagues, which accept all skill levels, players do not need a rating. For these leagues, the selection process uses membership classification (Share followed by Associate) and the order of league sign-up. Some doubles leagues require players to sign up as a team. See sign-up sheets for more information. Other selection policies and league rules exist. Look for information posted on the Activities bulletin board at BETC or on the Club’s website.
  6. New leagues are formed 4 times per year with sessions beginning in September, January, March, and June. Sign-up sheets are usually offered one month prior to a league starting. Look for specific sign-up dates on the bulletin board, in the monthly newsletter or online.
  7. The number of courts available to each league determines the number of participants. As a means of accommodating more players, the League Coordinator may choose to use byes or have the last eligible sign-ups share a position.
- Current Prime Time Court Allocation Per Session**
- | Activities                  | Reservations           | Lessons                |
|-----------------------------|------------------------|------------------------|
| Mon 5:00/6, 6:30/6, 8:00/7  | 5:00/1, 6:30/2, 8:00/2 | 5:00/2, 6:30/1, 8:00/1 |
| Tues 5:00/6, 6:30/6         | 5:00/0, 6:30/2, 8:00/8 | 5:00/3, 6:30/1, 8:00/1 |
| Wed 5:00/6, 6:30/8, 8:00/8  | 5:00/2, 6:30/0, 8:00/0 | 5:00/1, 6:30/1, 8:00/1 |
| Thur 5:00/6, 6:30/4, 8:00/4 | 5:00/1, 6:30/3, 8:00/4 | 5:00/2, 6:30/2, 8:00/1 |
- During the summer months (July 1 – August 31) there are no prime time court allocation/activity restrictions except deemed necessary by the Club Manager.
8. Club members may substitute in any activity at no charge. If a member substitute cannot be found and all avenues have been exhausted, a non-member may substitute and a guest fee would apply.
  9. When possible, league coordinators will communicate with each other to ensure that all players are placed in a league before anyone can play in a second same gender league. Sign-

ups not accepted into one league may be eligible (if they desire and so indicate) for entry into the next lower league.

### **Standard Court Etiquette and Policies**

1. Sportsmanlike conduct is expected. Physical or verbal abuse of other players or staff shall not be tolerated nor will swearing or other loud outbursts. Abuse of the facility is not acceptable. Anyone physically abusing the facility will be charged the cost of repairs and may be ejected from the Club. Examples of facility abuse: intentionally striking the net, court, or wall with your racquet; throwing your racquet; hitting the ball against the sidewalls, curtains, or backdrops; and punching through the walls, insulation, or ceiling. See *Disciplinary Actions for Violations* below.
2. Players must wear proper tennis clothing consisting of warm-ups, t-shirts, tank tops, skirts or shorts and court shoes. Items not allowed include halter-tops, mesh shirts, shoes that mark the floors, and low hanging tank tops.
3. Unless for an emergency, cell phones shall remain turned off while participating at BETC.
4. Food and gum are not allowed on the courts. Beverages taken onto a court must be in unbreakable, sealed container approved by BETC. Use of tobacco products, alcohol, or illegal drugs on Boeing Property is not allowed.
5. When you enter the Club, keep your voice low and do not distract ongoing matches. Always use the areas behind the backdrop to enter the courts. Warm-up time prior to your session may begin 15 minutes early at no charge if a court is available. To warm-up prior to 15 minutes in advance, you must pay for the extra court time up to the session starting time. If players on adjacent court are playing, please do not disturb them by standing at the curtain opening or by the net pole near their court.
6. For safety reasons, a maximum of 4 players per court allowed at all times. Extra players and spectators should wait in the viewing area or any other off-court area. Only persons taking a lesson or renting a court may be on the court. Occupancy of the benches in the court area is forbidden during play with exception of those by court 7.
7. If one party wants to draw the curtain closed and the other party wants the curtain open, the curtain must remain open for the sake of safety.
8. Children under the age of 7 must be accompanied by someone at least 12 years old at all times. Parents are responsible for their children’s behavior. Disruptive behavior is not acceptable.

### **Disciplinary Actions for Violation of Standard Court Etiquette and Policies**

1. Upon 1<sup>st</sup> violation, the offender will receive a verbal warning and if warranted, an immediate ejection from the Club for the remainder of the court session. Court fees will not be refunded.
2. Upon 2<sup>nd</sup> violation, the offender will be immediately suspended from the Club for 30 days and a written violation slip from the Club explaining the violation will be issued. Court fees will not be refunded. Dues are not applicable during suspension period.
3. Upon 3<sup>rd</sup> violation, the offender will be immediately suspended from playing at the Club for 1 year.
4. Upon 4<sup>th</sup> violation, the offender will be permanently banned from the BETC Club and property. During suspensions, court fees will not be refunded, dues are not applicable and all violations will be reported in writing to the violator and kept on file at BETC.

### **Membership Dues**

All Share, Associate, B330/A930, Junior, and Weekend Warrior members are required to pay dues to remain active and receive the privileges of their membership. Dues payments delinquent by one (1) month will result in loss of membership privileges. Share or Associate members not eligible for payroll deduction may choose to pay their dues quarterly, semi-annually or annually. Within one month of application for membership, any quarterly dues paying member might receive a statement for a prorated dues payment, which will bring them on the quarterly billing schedule. Members over the age of 70 receive a 20% dues discount.

### **Membership Transfers**

BETC allows a free one-time transfer. After that, each transfer will be charged \$50.00

### **Medical Leave Eligibility**

Any member who requests absence for a medical reason must do so in writing. Medical leave must be for at least 6 months and is intended for a major medical procedure. A note from the treating doctor is required.

### **Share Memberships – Inactive Status or Reactivating a Membership**

Share members may choose to become inactive for any reason by writing BETC. Membership Reactivation fee is \$100. This fee may be waived for company transfers or other involuntary situations at the Club Manager’s discretion.

### **Canceling a Membership – Thresholds**

Share members – A Share membership is non-transferable to anyone except BETC. A membership threshold of 400 exists as of August 1983. A share deposit refund is available on a one-for-one basis and only if the total membership is above the 400 threshold. A refund request of a share deposit must be made in writing. Share members on lay-off status with the Company may continue their membership through the end of the calendar year. Share members terminated by the Company will be required to notify the Club Manager within 30 days of this change in employment status for a refund. Terminated employees have 6 months to apply for an Associate Membership. The current membership threshold of TRB Share members and TRB Associates members combined is 610. The threshold for Junior memberships is 175. Associate, Junior, B330/A930, Weekend Warrior or Summer (if applicable) members may request a cancellation of membership in writing. Any prepaid portions of dues less outstanding fees incurred will be refunded upon written cancellation request.

### **Boeing Employees Tennis Club**

6727 S 199th Pl

Kent, WA 98032

Email: [Janet@betconline.net](mailto:Janet@betconline.net)

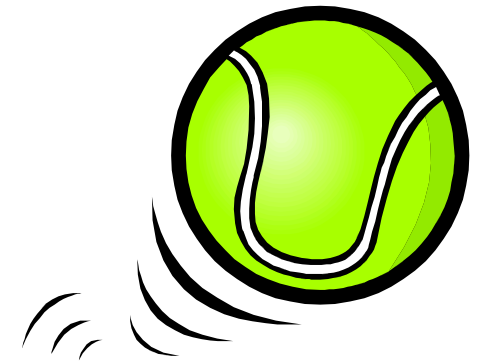
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# **Boeing Employees Tennis Club Operations and Procedures**

Revised November 2011



### **Club Hours:**

Mon/Wed/Fri/Sat/Sun 8:00am – 9:30pm

Tues/Thurs 8:00am – 11:00pm

### **Phone:**

(253) 872-5545

### **Website:**

[www.betconline.net](http://www.betconline.net)